

**W1-2-60-1-6**

## JOMO KENYATTA UNIVERSITY

**OF AGRICULTURE AND TECHNOLOGY**

# University Examinations 2016/2017

**SEMESTER ONE EXAMINATIONS FOR THE DIPLOMA IN INFORMATION TECHNOLOGY**

**DIT 0304: COMPUTERIZED ACCOUNTING**

**DATE: APRIL 2017 TIME: 1½ HOURS**

**INSTRUCTIONS: ANSWER QUESTION ONE AND ANY OTHER TWO**

**QUESTION ONE (30 MARKS)**

a) Define each of the following terms as used in computerized accounting

i) Audit (1 mark)

ii) Break-even (1 mark)

iii) Estimates (1 mark)

iv) Equity (1 mark)

b) When should you create an invoice in computerized accounting system (3 marks)

c) Identify the purpose of sub accounts (4 marks)

d) Identify the differences between cash and accrual reports (4 marks)

e) Define the following giving examples of each;

i) Sales order (1 mark)

ii) Invoice (1 mark)

iii) Bill (1 mark)

f) Highlight the steps in setting up quickbooks company file (4 marks)

g) Identify the difference between a calendar year and a fiscal year

(2 marks)

h) Which statements shows the financial picture of your company

(2 marks)

i) Describe the term double entry accounting (4 marks)

**QUESTION TWO (15 MARKS)**

a) What is an item list (2 marks)

b) With examples, give the differences between inventory and non- inventory part item (6 marks)

c) Draw the structure of an item window showing clearly the title columns it contains (4 marks)

d) Explain the benefits of item features in computerized accounting system (3 marks)

**QUESTION THREE (15 MARKS)**

a) Highlight the tasks that one can perform with each of the following when using computerized accounting system;

i) Employee lists (3 marks)

ii) Charts of accounts (3 marks)

iii) Customer lists (3 marks)

b) Illustrate the three main purpose of bookkeeping (6 marks)

**QUESTION FOUR (15 MARKS)**

a) Describe the features of each of the following in any computerized accounting software;

i) Customer centre (3 marks)

ii) Report centre (3 marks)

b) State and explain any three different types of financial statement in accounting softwares (9 marks)

**QUESTION FIVE (15 MARKS)**

a) Explain the term transactions as used in accounting softwares

(3 marks

b) Discuss each of the following types of transactions used in computerized accounting software giving relevant examples for each;

i) Incoming transactions (6 marks)

ii) Outgoing transactions (6 marks)